# Meeting Agenda

|  |  |
| --- | --- |
| **Meeting title** | Parent’s Fundraising and Social Committee |
| **Date and time** | Wednesday 15th June 2022, 6.30pm – 7.45pm |
| **Location** | Charles and Gamon |
| **Attendees** | Sally Spurling, Bec McDonnell, Tess Chandley, Neroli Scott, Vanessa Mateus |
| **Apologies** | Rosa McIntosh, Laura Cosentino, Kate Drane, Karen Meares, Mandy Sutherland, Bili, Desi Petroni, Matt Stead, Dina Mazzeo |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Time** | **Speaker** |
|  | Welcome and Introductions | 1 minute | Sally Spurling |
|  | School Disco Outstanding actions/ where do we need help?Update via emailSet up from 5 pmVarious tasks will require volunteers including shop set up, tattoos, coloured hair spray booth, monitoring door, packing up etc. Kate will allocate tasks to volunteers | 10 minutes | Kate Drane |
|  | Pie DriveUpdateOutstanding actions/ where do we need help?Only six Pie Drive form returned so far.Reminders to be sent out- Sally to follow up.Next term put a call out for volunteers for packing of pies.Neroli is populating pie order spreadsheet | 5 minutes | Tess Chandley |
|  | Parent’s Social Evening (Friday 29th July)Current thinking of what the event looks like.Outstanding actions/ where do we need helpLiquor Licence has come through.DJ booked.In school hallTrybooking to be organised. $45 per person- all you can drink.7- 11 pm, Beer, wine, bubbles, frozen cocktailsPlatter prices- 2 people $30- , 4-6 people $50 (includes mark up). RSVP 21/7/2022.BYO food optionalCocktail machine to be hired | 10 minutes | Bec McDonnellVanessa Mateus |
|  | Outdoor area under the stairs- Senior YardPresentation of quoteNext stepsCommittee agree to purchase:Awaiting quote for building works. Matt to follow up.Committee agreed to purchase the following:1 x rug4 x bean bagsBench size cushions1 x matNeroli to follow up and purchase. | 10 minutes | Stacey AllenMatt SteadNeroli Scott |
|  | Stephanie Alexander KitchenMatt informed committee via email staff are in favour of the Stephanie Alexander Kitchen. Tess has spoken to Bunnings who will donate all items except the soil for the garden beds. Bunnings are available on the 17th August to assist with building the garden beds etc.Tess to follow up with Stephanie Alexander program and meet with Matt to arrange next steps. | 15 minutes | Matt SteadTess Chandley |
|  | Treasurer UpdateBank account $11,870.Soccer goals have been ordered and should arrive shortly (cost $350) | 2 minutes | Neroli Scott |
|  | Expenditure ItemsSewing Machines- Rosa has purchased three machinesChess/ checkers marking pieces- no further update. Matt to follow up.Sandpit update- needs to be waterproofed and stained. Matt chasing quotes for covers. Matt to confirm completion target date. | 10 minutes | Rosa McintoshStacey AllenMatt Stead |
|  | Family Photos$30 per family will give them one digital photo of their choice. Other photos can be purchased.School would profit $30 per familySunday 6th November agreed by Committee. | 5 min | Neroli Scott |
|  | State ElectionUse of hall/ BBQCommittee supportive BBQ held on Saturday 26th November at the Uniting Hall (corner of Gamon and Mackay St).Uniting Church have advised that the cost will be $50. School to BYO BBQ, take away rubbish, provide public liability insurance, permits.Sally to confirm with Uniting Church that we want to proceed with BBQVanessa to investigate permit requirements.BBQ committee- to be arranged closer to date. | 8 min | Sally Spurling |
|  | Other BusinessLadies Lunch- Railway booked for Saturday 12th November. Deposit paid.Appreciation Letters and Certificates- Certificates have been approved by MattAppreciation letters- with Matt, awaiting approval and to be put on school letter head. |  |  |
|  | Meeting Close/ next meetingWednesday 13th July, 6:30 pm- in Staff Room,  | 2 min | Sally Spurling |